

ACH CREDIT INSTRUCTIONS

TXP ADDENDA CONVENTION RECORD LAYOUT

The TXP Addenda Convention Record Layout is used by financial institutions who report tax payments for their customers under the ACH Credit method. The information listed below is entered into the “free form” portion of the Addenda Record (positions 4-83). The information entered in this format must be precisely structured as shown below. All fields are mandatory, except for field #6, Verification Number. All fields must be separated by an asterisk (*). The last field entry must be terminated by a back slash (\). Explanations for the field entries are given on the next page.

FIELD	FIELD NAME	LENGTH	DATA TYPE	CONTENTS
	Segment Identifier <i>Separator</i>			TXP *
1	Taxpayer ID Number (TIN) <i>Separator</i>	8	Alpha Numeric	XXXXXXXX *
2	Tax Type Code <i>Separator</i>	5	Numeric	XXXXX *
3	Tax Due Date <i>Separator</i>	6	Numeric	YYMMDD *
4	Amount Type <i>Separator</i>	1	Alpha Numeric	T *
5	Amount Separator <i>Separator</i>	1-10	Numeric	\$\$\$\$\$\$\$cc *
6	Verification Number <i>Segment Terminator</i>	1-6	Alpha Numeric	XXXXXX \

The penalty and interest fields are omitted since no penalty or interest payments are processed through CDI's EFT System.

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TXP DEFINITIONS

Listed below are the definitions for the field entries used in the TXP Addenda Record Layout in Appendix B-1. These definitions apply only to the California Department of Insurance.

<i>Segment Identifier</i>	This identifies the transfer as a tax payment. It must always be coded as TXP.												
<i>Separator</i>	The separator or data element separator is used to separate fields (data elements) within a segment. The character to be used as separator is the asterisk (*).												
<i>Tax Type Code</i>	<p>The five digit tax type code is used to identify the type of tax payment being made. The following codes are used by the California Department of Insurance:</p> <table><tr><td>07130</td><td>Premium Tax - Annual</td></tr><tr><td>07131</td><td>Premium Tax - Prepayment (Quarterly)</td></tr><tr><td>07133</td><td>Retaliatory Tax</td></tr><tr><td>07134</td><td>Ocean Marine Tax</td></tr><tr><td>07150</td><td>Surplus Line Tax - Annual</td></tr><tr><td>07153</td><td>Surplus Line Tax - Installment (Monthly)</td></tr></table>	07130	Premium Tax - Annual	07131	Premium Tax - Prepayment (Quarterly)	07133	Retaliatory Tax	07134	Ocean Marine Tax	07150	Surplus Line Tax - Annual	07153	Surplus Line Tax - Installment (Monthly)
07130	Premium Tax - Annual												
07131	Premium Tax - Prepayment (Quarterly)												
07133	Retaliatory Tax												
07134	Ocean Marine Tax												
07150	Surplus Line Tax - Annual												
07153	Surplus Line Tax - Installment (Monthly)												
<i>Tax Due Date</i>	The tax due date indicates the date the tax is due and must be reported in YYMMDD format. This date should represent the due date of the tax being reported. See "Tax Due Dates" section for more information												
<i>Amount Type</i>	The amount type code identifies what type of amount follows. This data element must always be coded as T to indicate tax amount.												
<i>Amount</i>	Enter the tax amount paid here. The amount must always indicate cents. For example, \$56,318.00 is reported as 5631800. Do not enter commas or a decimal point in this field.												
<i>Verification</i>	This field is optional. It is used to verify the taxpayer's identity. If used, the first six characters of the company name should be entered.												
<i>Segment Terminator</i>	The segment terminator identifies the end of the free form portion of the addenda record and must always be coded as a \ (back-slash).												